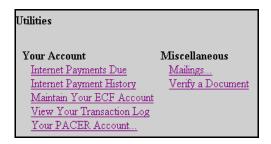
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This procedure demonstrates the functions of updating your CM/ECF user account. In addition it will provide instructions for editing the e-mail notification information.

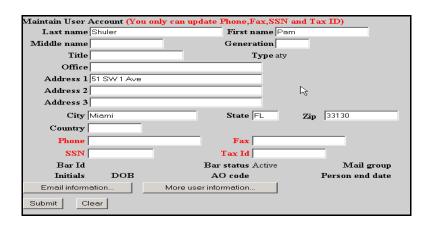
- STEP 1 Select **Utilities** from the main menu.
- STEP 2 The **Utilities Events** screen will display.

There are (2) categories to choose from.

- A. Your Account
- B. Miscellaneous
- ♦ Click on Maintain Your ECF Account.



- STEP 3 The **Maintain User Account** screen will display.
  - The user may update only the following text fields indicated in red; Phone, Fax, SSN and Tax ID. Please contact the clerk's office to change all other information.



• If any modifications are made. Click **Submit**. If not make the applicable selection and proceed.

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STEP 4 Editing Email Notification Information. Click **Email Information**.

**Email Information** screen will display. Enter information into the text fields as needed.

- Primary e-mail address: Please contact the court if a modification to your primary email address is required via email cmecf\_support@flsb.uscourts.gov.
- Send the notices specified below: These two fields allows the entry of additional e-mail addresses to which notices will be sent.
  - to the primary e-mail address: To activate the notices this box must be checked.
  - to these additional e-mail addresses: Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained). For example, an attorney or trustee may wish add the email address of a software vendor who manages their Notices of Electronic Filing. To activate this function, the box must be checked. NOTE This option is available only on the registered user's primary account.
- ♦ Send notices in cases in which I am involved: Checking this box automatically informs the user when any filing has been submitted in a case where this person is a participant.
- ♦ Send notices in these additional cases: You do not have to be a participant in a case to receive e-mail notification of activity. The user may elect to be notified of activity in cases they have interest in but are not a party to. The case number format to enter this field is YY-NNNNN for main cases or YY-0NNNN for adversary cases. (This list is maintained by each user).
- Send a Notice for each filing: By checking this box you will receive e-mail notification <u>each time</u> a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.

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- ♦ Send a Daily Summary Report: By checking this box you will receive only one email notification every morning, that will list a Summary format for all cases that had activity from the prior day. The Summary includes the case number, name, docket text, and hyperlink.
  - **NOTE** You cannot elect to receive both separate notices and summary report.
  - **NOTE** If using a software vendor to manage email, confirm with the vendor which selection is preferred.
- Format notices: You will choose to receive notices in either html or text format.

After modifying desired fields, click **Return to Account screen** or **Clear** to return to system's default.

- STEP 5 At the **Maintain User Account Screen**, click **Submit**. Accept the default selection of "\*\*\***Update All**\*\*\* " and click **Submit**. A confirmation screen will appear.
- STEP 6 The **More User Information** option.
  - This option allows you <u>only</u> to change your password. Click Return to Account screen.

Ensure that you keep a record of your password because the Court will not be able to a retrieve it.

